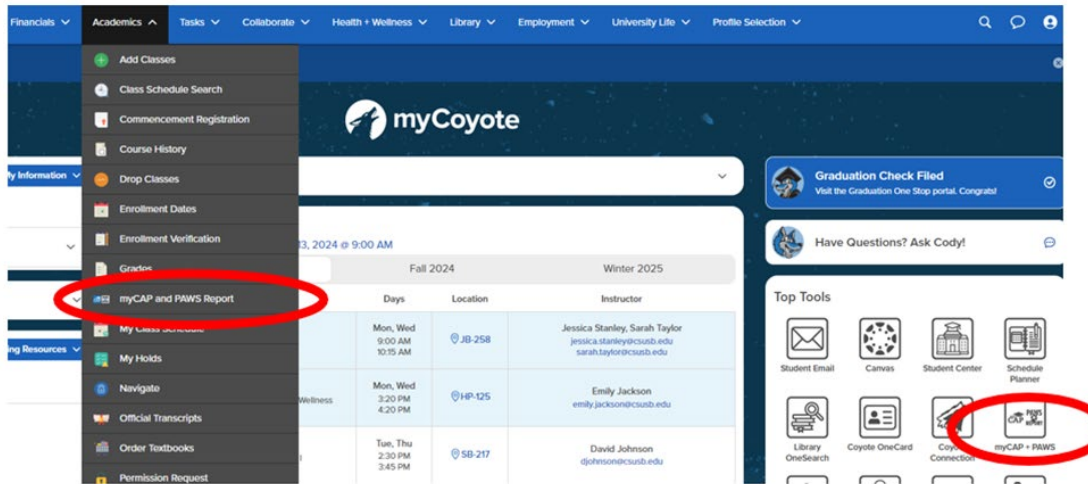


Students

PAWS Report Quick Reference Steps

1. From the Student Profile Page, “Academics →myCAP+PAWS” or “Top Tools→ myCAP+PAWS”.



2. To Run a PAWS:

Step 1: Select the **Run PAWS** button.

Step 2: Select the **View Audit** link to view your most recent PAWS report.

3. To Request a “What If” PAWS report.

Step 1: Select the **Run Selected Major** button.

Step 2: Select the specific **Degree** you wish to run a PAWS report from the drop down menu. Step 3: Select the **Catalog Year**.

Step 4: Select the **Run PAWS** button.

Login to view your PAWS Report

1. From the Student Profile Page, select Academics Tab on the Top of the page. Select “myCAP and PAWS Report.” OR Locate the “Top Tools” section on the right-side of the page. Select “myCAP and PAWS Report” Tile.

The screenshot displays the myCoyote student portal. The top navigation bar includes tabs for Financials, Academics, Tasks, Collaborate, Health + Wellness, Library, Employment, University Life, and Profile Selection. The Academics menu is open, listing various options such as Add Classes, Class Schedule Search, Commencement Registration, Course History, Drop Classes, Enrollment Dates, Enrollment Verification, Grades, myCAP and PAWS Report (circled in red), My Class Schedule, My Holds, Navigate, Official Transcripts, Order Textbooks, and Permission Request. The main content area shows a course schedule for Fall 2024 and Winter 2025. The Top Tools section on the right includes Student Email, Canvas, Student Center, Schedule Planner, Library OneSearch, Coyote OneCard, Coyote Connection, and myCAP + PAWS (circled in red).

	Fall 2024	Winter 2025	
	Days	Location	Instructor
	Mon, Wed 9:00 AM 10:15 AM	JB-258	Jessica Stanley, Sarah Taylor jessica.stanley@csusb.edu sarah.taylor@csusb.edu
	Mon, Wed 3:20 PM 4:20 PM	HP-125	Emily Jackson emily.jackson@csusb.edu
	Tue, Thu 2:30 PM 3:45 PM	SB-217	David Johnson djohnson@csusb.edu

2. To Request a PAWS report for your current major(s).

Step 1: Select the **Run PAWS** button.

Request an Undergraduate PAWS

[Run Declared Programs:](#)

Academic Level	Degree Program
	KEXS-BS

[Select a Different Program:](#)

Advanced Settings [Click to view available options.](#)

Step 2: Select the **View Audit** link to view your most recent PAWS report.

Catalog Year	Created	Audit Type	Format	Run By	Course Type	View
Fall 2023	09/19/2023 4:51 PM		HTML		...	View Audit

- a. The system will refresh every 3 seconds and your PAWS report will show under **Completed PAWS Requests** when it is ready for viewing.

3. To Request a “What If” PAWS report.

Step 1: Select the **Run Selected Major** button.

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.

Academic Level: Undergraduate ▼

Program: - ▼

Catalog Year: - ▼

Advanced Settings [Click to view available options.](#)

Run Different Program

Cancel

Step 2: Select the specific **Degree** you wish to run a PAWS report from the drop down menu.

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.

Academic Level: Undergraduate ▼

Program: Administration--BA--F ▼

Catalog Year: - ▼

Advanced Settings [Click to view available options.](#)

Run Different Program

Cancel

Step 3: Select the **Catalog Year**.

- a. The most current catalog year should be the only option.

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Academic Level: Undergraduate

Program: Administration--BA--Finance Conc - FIN-BA

Catalog Year: Fall 2023 Clear Selections

Step 4: Select the **Run Different Program** button.

- b. Your requested PAWS report will pop up automatically when it is ready for viewing.

Request an Undergraduate PAWS

[Run Declared Programs:](#)

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Academic Level: Undergraduate

Program: Administration--BA--Finance Conc - FIN-BA

Catalog Year: Fall 2023 Clear Selections

Advanced Settings [Click to view available options.](#)

Run Different Program Cancel